

SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN  
(AUTONOMOUS)

(Affiliated to the University of Madras and Re-accredited with 'A+' Grade by NAAC)

Chromepet, Chennai - 600 044.

B.Com. CS- END SEMESTER EXAMINATIONS - APRIL 2025

SEMESTER - IV

**24UBCCT4012 - Business Communication**

Total Duration : 2 Hrs.30 Mins.

Total Marks : 60

### **Section B**

Answer any **SIX** questions ( $6 \times 5 = 30$  Marks)

1. Explain various parts of a business letter.
2. Describe the functions of a sales letter.
3. Explain the essential characteristics of banking correspondence.
4. Appraise the different types of business report.
5. A limited company has invited application for accounts officer. Write suitable application letter.
6. Discuss the importance of effective communication.
7. Define interview and explain the various kinds of interview.
8. Write a letter as a company secretary, to a shareholder inviting him to accept the directorship of your company.

### **Section C**

Answer any **THREE** questions ( $3 \times 10 = 30$  Marks)

9. Critically examine the barriers to communication.
10. Draft a letter of complaint about the delay in delivery of goods to your supplier.
11. Write a letter to a bank manager for extension of time for repayment of loan instalment.
12. Examine the various steps in the preparation of a report.
13. Discuss the role of computers in business.

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